

**REQUEST FOR QUALIFICATIONS  
CIVIL ENGINEERING SERVICES  
CITY OF RIVERTON, WYOMING  
FOR THE PAVEMENT ASSESSMENT STUDY AND MANAGEMENT PLAN PROJECT**

The City of Riverton, Wyoming is soliciting qualifications and experience information for the use of selecting a Principal Consultant to develop a Pavement Assessment Study and Management Plan for the City.

The City of Riverton reserves the right to reject all or portions of any or all proposals, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the City of Riverton. The City of Riverton may, at its sole discretion, modify or amend any and all provisions herein.

The City of Riverton reserves the right to extend the proposal submittal date if needed. It is the responsibility of the proposer to be properly recorded as a proposer of record with the City of Riverton Public Services Department for purposes of receiving clarifications, addenda or other pertinent information. All changes and/or clarifications will be distributed to all proposers of record in the form of addenda. A list of proposers and others who have been issued Request for Qualification documents will be made available upon request.

**PROPOSED PROJECT**

The City of Riverton is soliciting statements of qualifications and experience from civil engineers for the Pavement Assessment Study and Management Plan Project. The project includes, but is not limited to:

1. Evaluation of the condition of the streets within the City Limits in accordance with ASTM D 6433. Non-destructive testing is preferred.
2. Develop priority list and recommended preservation techniques.
3. Develop standard pavement foundation sections based on traffic count and subgrade conditions.
4. Prepare a Pavement Assessment Study and Management Plan including the information above as a guideline for the City over the next 10 years.

**EVALUATION AND SELECTION CRITERIA  
AND  
PROPOSAL SUBMISSION**

Proposers should submit ten (10) total copies, one (1) marked "Original" and nine (9) marked "Copies" of their Statement of Qualifications. Proposals should include:

1. Professional qualifications, to be compared and analyzed for ability to perform satisfactory services as required. These qualifications should include:
  - a. General description of firm including company organization structure, company size and history, recent experience with comparable road projects or other public projects, experience with local construction conditions.
  - b. Identification of key personnel in firm who will work with the design, field engineering, and other project roles for the projects.
  - c. Evidence of establishment and implementation of an Affirmative Action Program, especially as it may apply to this agreement.
  - d. Evidence of general liability and professional liability insurance.
  - e. References from comparable municipalities with comparable scopes of service and projects.

All proposals must be received at Riverton City Hall, Attn: Kyle Butterfield, Director of Public Services, 816 North Federal Boulevard, Riverton, Wyoming 82501, telephone 307-856-9128 by Friday, April 10, 2015, no later than 4:30 p.m.

Submittal must include the name, address, and daytime telephone and facsimile number, and email address of contact individuals.

The City of Riverton's Fix Our Roads Citizens Committee (FORCC) will review and evaluate each proposal to determine whether each proposer's qualifications are in accordance with the needs of FORCC, the City and the proposed project outlined. The City of Riverton will deem proposals not including qualifications submitted in accordance with these documents to be non-responsive, and may reject all non-responsive proposals.

Selection of the short listed proposers and/or the top ranked proposer (unless supplemented by secondary selection criteria) will be based upon the following criteria:

- A. Qualifications of Proposer, including experience and background of firm and key management individuals with comparable road projects; (25%)
- B. Successful experience and demonstrated capability of firm and key management individuals to perform and/or administer A/E and incidental services functions; (25%)
- C. Demonstrated capability to meet schedules and deadlines without delays, manage budgets and contractor claims; (25%)
- E. Familiarity with the City of Riverton, local construction conditions, and proposed project. (20%)
- D. Responsiveness to the Request for Proposals, Instructions to Proposers, and Attachments; (5%)

Proposers should include fee estimates for the Pavement Assessment Study and Management Plan in a separate sealed envelope with the original proposal. The fee estimate should be clearly marked and will be utilized to differentiate between equally qualified firms. Upon the request of and at the discretion of the City of Riverton, Proposers may be required to supply additional information, or to make assigned personnel available for interviews, or to make additional or supplemental submissions under secondary selection criteria, if deemed necessary by the selection committee.

Publish: March 8 and 15, 2015